

**JOB ANNOUNCEMENT**  
**Posting Date 11/07/2017**  
**Legislative Research Commission**

**SESSION POSITIONS**

2018 Legislative Session. These are temporary positions that will begin in December and last through April. Overtime hours will be expected.

<b>Committee Assistant</b>  Fulfill general office duties and the needs of committee staffing; maintain bill logs and other information to facilitate efficiency during session; help with committee meeting logistics; other duties as assigned.	<b>Legislative Courier</b>  Collect and deliver items on the Capitol campus and elsewhere; use dolly and other equipment; carry boxes; answer phones; other duties as assigned.
<b>Legislative Assistant</b>  Provide administrative support to members of the General Assembly; type documents; assist with scheduling; answer phones; other duties as assigned.	<b>Digital Press Operator</b>  Run a press; copy and sort legislative printing material; other duties as assigned.
<b>Legislative Analyst</b>  Work with committee staff to research information relating to bill drafts for the purpose of estimating the impact of legislation on local governments; other duties as assigned.	<b>Assistant Public Information Officer</b>  Provide written communication on legislative issues; produce articles, news releases, columns, speeches, and internal communication pieces; other duties as assigned.
<b>Bill Tracking Assistant</b>  Collect and deliver confidential bill folders to legislative offices in the Capitol and Annex that are involved with bill drafting and proofing; other duties as assigned.	<b>Assistant House/Senate Journal Clerk</b>  Working closely with House or Senate Clerk, compile official record of each day's legislative session and prepare edited version for publication; other duties as assigned.
<b>Legislative Proofreaders</b>  Proofread documents produced by staff; work directly with clerks' offices; other duties as assigned.	<b>Switchboard Operator</b>  Place and receive calls with automated system; provide directory assistance and assistance placing calls; other duties as assigned.

<p><b>Photographer</b></p> <p>Capture images that depict the legislative process, chamber proceedings, and LRC functions; edit and color correct images; maintain equipment; archive images; other duties as assigned.</p>	
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The individuals selected for these positions must have a positive attitude; a strong work ethic; attention to detail; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that significant overtime will be required.

**Application Deadline:** Applications will be accepted until positions are filled. A single cover letter may express interest in multiple positions. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in these positions must email a cover letter and current résumé to [LR Cresumes@lrc.ky.gov](mailto:LR Cresumes@lrc.ky.gov) and list the job title(s) of interest in the email subject line. An application that may be accessed at [www.lrc.ky.gov/lrc/LRCapplication.pdf](http://www.lrc.ky.gov/lrc/LRCapplication.pdf) must be completed prior to any interview.

Alternatively, applicants may mail these materials to:

Tim Holbrook  
Chief Human Resource Officer, Human Resources and Professional Development  
Legislative Research Commission  
702 Capitol Avenue, Capitol Annex, Room 104  
Frankfort, Kentucky 40601

*The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin or disability.*